

# Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Ancestral Lands Logistics Coordinator **Date:** 05/03/2021

**Reports to:** Ancestral Lands Operations and Logistics Director

**Starting Salary:** Grade B, \$17.10 - \$20.67 per hour

**Location:** Any of the Ancestral Lands offices in Acoma, Albuquerque, Gallup, Hopi, Zuni

**Status:** Full-Time, Non-Exempt

**Benefit Eligible:** Full Benefits, Eligible per Personnel Policies

## Program Summary:

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL). ALCC provides conservation service opportunities for indigenous youth, young adults, and recent-era military veterans in New Mexico and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being. AL's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi).

## Position Summary:

The Logistics Coordinator's primary responsibility is to support the program's logistical needs across all our offices, with an emphasis on equipment, tools, vehicles, gear (DeLormes, dishes, tents, etc.), PPE, and uniforms. This position will support five ALCC offices based on the Navajo Nation, Hopi, Albuquerque, and the Pueblos of Acoma and Zuni, and will require regular communication and check ins with Program Coordinators, Managers, and Directors in each office. Collaborate with Operations and Logistics Director to plan, implement and oversee all ALCC supply chain. Travel will be required to field-based operations and multiple offices. A flexible schedule is a must.

## Essential Responsibilities and Functions

### Inventory and Tracking

- Maintain an accurate inventory of all tools, equipment, gear, PPE, vehicles, and trailers.
- Create a standard gear, tool, and PPE issue for each type of crew ALCC operates.
- Oversee setup of supplies and equipment, manage herbicide storage and herbicide supply.
- Manage re-supply of gear, tools, and PPE for all crews and ALCC Offices.
- Manage information storage and flow within multiple databases and software systems.
- Ensure each crew is issued appropriate tools, gear, equipment, and PPE.

### Purchasing and Distribution

- Work with Operations and Logistics Director to purchase gear, tools, equipment, and PPE for all ALCC offices throughout the season.
- Distribute gear, tools, equipment, and PPE to all ALCC offices in a timely manner.
- Work with local staff to coordinate gear and tool distribution for dynamic project types.

May 2021

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### **Maintenance and Repair**

- Establish maintenance schedules and expectations for all tools, gear, and equipment. Check-in frequently with offices to ensure these are upheld.
- Develop and implement best practices across multiple offices for shop and equipment management, inventory and maintenance of vehicles and tools. Assure compliance and communication.
- Work with local staff to repair and replenish equipment and caches so crews have functional tools and gear for projects.
- Manage the repair and maintenance of ALCC vehicles and trailers and lead driver training for all crew leaders.

### **External Communications**

- Establish and maintain relationships with local and national vendors for all purchasing and repair needs (vehicles, tools, gear, etc.).
- Coordinate logistics with other Conservation Legacy operations to ensure efficient resource utilization across the state.

### **Program Operations**

- Participate in staff trainings both as a trainer and/or trainee.
- Create standards to help ALCC staff maintain shop and office areas, including shelving, desks, and cleaning supplies.

### **General Administration**

- Manage credit card and other expenses related to program operations.
- Participate in weekly standing meetings to keep track of local program needs.
- Establish frequent communication with local programs to remain updated on shifting logistical priorities and needs, as well as suggest modifications and improvements accordingly.

### **Other Duties**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Other duties as assigned by supervisor.

### **Physical Requirements:**

- To successfully perform essential functions the Logistics Coordinator is required to sit, stand, walk, speak, hear, etc. May be required to climb, balance, stoop, kneel, crouch or crawl on a frequent basis. Must occasionally lift and/or move up to 50 pounds.
- Must be able to drive a vehicle frequently/infrequently during work shift.
- Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.
- Position requires some overnight and weekend travel.

**Minimum Qualifications:**

- Two (2) years experience in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, GIS, fencing, pesticide use, running backcountry crews, conservation-based programming.
- Excellent verbal and written communication, leadership, mentoring, and facilitation skills required.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Ability to multitask and track multiple processes throughout ALCC supply chain.
- Able to work independently and to motivate others.
- Computer literate (MS Word, Excel, and Outlook proficient).
- Valid driver's license and an insurable driving record.
- Must be able to pass Conservation Legacy's criminal history checks.
- Excellent organizational, managerial, analytical and problem-solving skills.
- Desire to spend time in the company of youth and young adults.
- Knowledge of and ability to model safety standards, regulations, laws, and policies regarding Conservation Legacy logistics.

**Preferred Qualifications:**

- Advanced experience in fleet management, small engine repair, and hand tool repair and maintenance
- Current Herbicide Applicator certification for Arizona, New Mexico or Utah, or be willing to obtain within 6 months.
- Two (2) years experience with conflict resolution and team building skills preferred, solution oriented.

**To Apply:** Send Cover letter and resume  
to Michellsey Benally [mhenally@conservationlegacy.org](mailto:mhenally@conservationlegacy.org)

Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & other underrepresented populations, in personal or professional context.***

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*